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INSTRUCTIONS FOR RECRUITMENT OF UNSKILLED LABOR IN RUMANIA

The following Instructions, approved by a decree of the
Council of Ministers of the Rumanian People's Republic on
22 January 1953, regulate the recruitment and distribution of
unskilled labor as provided for in Decree No 1,842 of 1952.

I. GENERAL INSTRUCTIONS

1. The recruitment and distribution of unskilled labor will be per-
formed exclusively by regiune and raion organs of the General Directorate of
Labor Reserves. The General Directorate of Labor Reserves will recruit and
assign unskilled workers who are to be hired for at least 6 months (in for-
estry, 5 months).

2. An exception will be made in the cases of the Ministry of Agricul-
ture, the Ministry of State Farms, and the Ministry of Forest Culture, which
will recruit their own labor with the authorization of, and under the direc-
tion of, the General Directorate of Labor Reserves.

3. Technical-administrative personnel and skilled workers can be hired
by any unit in the socialist sector without advising the General Directorate
of Labor Reserves. The hiring of skilled workers, graduates of trade schools
and SFU schools under the General Directorate of Labor Reserves, will be done
according to Decree No 1,877 of 1952.

4. Economic ministries and central organizations will forward proposals
in regard to the labor force directly to the State Planning Committee.

5. The labor force plan, when approved by the Council of Ministers,
will be sent to the General Directorate of Labor Reserves for enforcement,
and to the executive committees of regiune people's councils for action.

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6. The General Directorate of Labor Reserves will break down the recruitment and distribution plan by regiune. The executive committees of people's councils and the regiune statistical directorates will break down the plan by raion. Recruitment of workers within a raion will be limited to one or two ministries.

7. Raion bureaus for recruitment and distribution will break down the plan by commune and supervise enforcement, together with the commune people's council.

II. ORGANIZED RECRUITMENT OF LABOR FORCE

8. Organized recruitment and distribution of the labor force will be performed on the basis of written contracts between the General Directorate of Labor Reserves and central economic organs and ministries. The number of workers for whom contracts are signed will never exceed the number provided for in the plan for ministries and central economic organs.

9. The recruitment and distribution contract will become valid on the date on which regiune organs of the General Directorate of Labor Reserves receive money for advance payments, transportation expenses, etc. Within 30 days after the contract becomes valid, the General Directorate of Labor Reserves must make the recruited workers available to the organs to which they are to be assigned.

The recruitment and distribution contract will include the following:

- a. Name and location of the contracting enterprise
- b. Number of workers recruited
- c. Date when workers are to report to work
- d. Salary, work, and living conditions, including minimum and maximum wage, work covered by contract, safety equipment, housing, eating arrangements, and other advantages.
- e. Expenses, including advances, transportation of recruits, etc.
- f. Other clauses

A model of the contract will be published by the General Directorate of Labor Reserves.

10. The General Directorate of Labor Reserves will, through its central and field units, supervise fulfillment of contract conditions. When a unit finds that conditions have been partially fulfilled or not fulfilled it will draw up a proces-verbal, granting a period of 15 days for improvement.

The proces-verbal will be drawn up at the headquarters of the offending organization in the presence of legal representatives of the latter and the chairman of the enterprise committee who will affix their signatures thereto. The ministry in charge will immediately take measures to remedy the situation. When the situation has been remedied, recruitment of labor for the organization will resume. However, if the situation is not remedied within the fixed period, the general director of the General Directorate of Labor Reserves, on the basis of the proces-verbal, will give orders to suspend assignment of labor to that particular organization.

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11. Regiune, raion, and commune people's councils will support recruitment and distribution of labor by the following means:

a. Appointment of members of the executive committees of people's councils to carry out the provisions of Decree No 1,842 of 1952, and of the present decree

b. Organizing of drives to popularize recruitment and hiring conditions through culture centers, local press, motion picture caravans, loud-speakers., etc.

c. Providing in the local plan for payment of transport of recruits from their domiciles to the meeting place fixed by the units of the General Directorate of Labor Reserves

d. Prevention of recruiting by delegates of units which do not have the special permission of the General Directorate of Labor Reserves

Organs of the Militia will apprehend delegates of units which are recruiting workers without authorization of the General Directorate of Labor Reserves, and will stop this illegal recruiting.

12. Recruits must fulfill the following conditions:

Men must be 16 to 60 years of age, women 16 to 55.

They must be suited for the type of work for which they were recruited.

They must possess an identity booklet.

They must possess a work booklet or a declaration that they have never worked before.

13. At the request of the General Directorate of Labor Reserves, the units of the Militia will take care of the necessary formalities connected with registration and records of each worker, including dwelling permits, and, if necessary, authorization to enter border zones.

14. Recruits, before being signed up, will pass a physical examination at the nearest health office in conformity with instructions of the Ministry of Health. The report of this examination will be in triplicate on forms issued by the chief of the raion bureau for recruitment and distribution. The original will be kept at the medical office, the duplicate will be sent to the recruiting office, and the triplicate will be affixed to the individual contract.

15. A work contract in quadruplicate will be signed with recruits who have passed the physical examination. The contract, which will be valid when signed, will be drawn up in the presence of the commune people's council.

16. Individual contracts will state the rights and duties of the recruit.

17. Work contracts will be registered with the people's council. Registration will include first and last names, name and location of hiring agency, and dates of the contract.

18. At the time of the signing of the contract the recruit will receive an advance in pay if he lives within the jurisdiction of the people's council whose delegate witnesses the transaction and certifies payment.

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III. ORGANIZATION OF MEETING AND TRANSPORT CENTERS

19. At the time of the signing of the contract the worker will be told the time and place of meeting to await transport to the place of work.

20. For workers who are to be transported greater distances, outside their regions, meeting places will be arranged in each raion.

21. Units of the General Directorate of Labor Reserves are required to prepare housing for recruits at the meeting place, with the cooperation of regions, raion, and commune people's councils; and to provide food at cost, supplied by local economic organizations, while the recruits are at the meeting place or en route.

22. Transport from the domicile to the meeting place will be carried out by trucks of the General Directorate of Labor Reserves. Transport from the meeting place to the final destination will be arranged within 24 hours and will be carried out by railroad, by the Independent Vehicle Transport Trust, or by trucks of the General Directorate of Labor Reserves.

23. Workers will be transported in groups as they are recruited.

IV. RECEPTION OF RECRUITS

24. Workers will be received at the destination by the legal delegate of the employing agency, not more than 12 hours after arrival.

25. When the employing agency is located at a great distance from the railroad station, the General Directorate of Labor Reserves will furnish transportation to the employing agency.

26. Acknowledgement of the arrival of the workers will be made in the form of a proces-verbal in two copies. The proces-verbal will bear the stamp of the enterprise, the signature of the legal representative and of the chief accountant of the enterprise, and the signature of the delegate of the General Directorate of Labor Reserves. The latter will hand over to the legal representative of the enterprise a copy of the contract, the medical record, and other documents, as well as an account of expenses.

27. Observance of contract stipulations and assignment of workers will be supervised by the General Directorate of Labor Reserves. When these stipulations are not met, the General Directorate of Labor Reserves will give the enterprise a period of time in which to correct this situation. If within this period of time the enterprise has not complied, the General Directorate of Labor Reserves will call the matter to the attention of the ministry in charge, for action. If no action is taken, a proces-verbal will be drawn up and the provisions of Article 7 of Decree No 1,842 of 1952 will be applied.

28. The hiring of unskilled labor for more than 6 months (in forestry, 5 months) will be done only through the bureaus of the General Directorate of Labor Reserves. The hiring of individual seasonal or temporary workers will be done only with the approval of the raion bureau for recruitment and distribution and within the limits of the labor force plan.

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V. SEASONAL AND TEMPORARY WORKERS

29. The General Directorate of Labor Reserves will draw up a plan for the recruitment of seasonal and temporary workers on the basis of the overall plan approved by the Council of Ministers.

30. Within the limits of the plan, the General Directorate of Labor Reserves will draw up authorizations for recruitment of seasonal and temporary workers, indicating the region where this recruitment will take place.

31. Delegates of ministries or units which desire to carry on recruiting will go to the region recruitment and distribution service. The latter will assign them raions and communes where they may recruit workers.

32. Within 10 days after the recruitment, ministries and units will forward to the respective raion bureaus the names of workers recruited. These will be approved by the respective commune people's councils.

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